

Marketplace Payment Processing: Restatement and Payment Reporting

January 7, 2014

Payment Policy and Financial
Management Group

Agenda

- Session Guidelines
- Session Purpose
- Interim Payment Process Review
- February Data Template
- January Restatement Process
- Summary Payment Report Overview
- Summary Payment Report Examples
- Questions
- Resources
- Closing Remarks

Session Guidelines

- This is a 90-minute webinar session.
- Documented Q&As will be posted in the coming weeks.
- For questions regarding content, contact the CMS Marketplace Payments mailbox at: marketplacepayments@cms.hhs.gov
- For questions regarding logistics and registration, contact the Registrar at: (800) 257-9520.

Purpose

This Marketplace Payment Processing Session will:

- Provide submitters with instructions for:
 - Stating the current month's enrollment and payment data
 - Restating prior months' enrollment and payment data
- Provide an overview of the monthly payment report for Advance Payments of the Premium Tax Credit (APTC) and Cost Sharing Reduction (CSR) payments.

Intended Audience

- Associations
- Consumer Operated and Oriented Plan (CO-OP) Program
- Stand Alone Dental Plans (SADP)
- Federally-Facilitated Marketplace (FFM) Issuers
- State Based Marketplaces (SBMs)
- SBM Issuers
- Small Business Health Options Program (SHOP) Issuers

Interim Payment Process Review

Payment Process Overview

- Starting January 2014, using an interim process, each month CMS will make payments for APTC, CSR and net FFM user fees. We define the month in which payment is made as the payment month.

Payment Process Overview (Cont.)

- In February, CMS will make payments for the February payment month which will include:
 - Payments for the February enrollment month (enrollments effective in February and submitted prior to the February cutoff date – January 15th, 2014)
 - Payments for changes to the January enrollment month data, including effectuated enrollments submitted after the January cutoff date and any retroactive enrollment data.
- In this presentation we will outline how enrollment and payment data will be submitted for the February payment month and how to update payments for prior enrollment months (e.g. January) under the interim payment process.

Payment Process Overview (Cont.)

- In January, for the February payment month, CMS will ask submitters to send two templates within the same Excel workbook:
 - One template will be a statement of effectuated enrollments for February 1 coverage as of January 15, 2014
 - One template will be a complete restatement of all January effectuated enrollments as of January 15, 2014
- CMS has made very minimal changes to the Enrollment and Payment Data Template and instructions (to be discussed later in the slides).
- On January 16, 2014, CMS will send an email to submitters which will contain the updated Templates which submitters should use to populate the February payment month submission. The revised template will also be available after this training for review.

2014 Payment/Collections Timeline

Date	Event
Jan. 16 – 21	Issuers and SBMs submit <u>February</u> and restated January production data to CMS
Jan. 23 – 27	Issuers and SBMs may resubmit <u>February</u> and restated January data as requested by CMS
January 27	Data certification forms are due to CMS
January 31	CMS sends January Summary Payment Report detailing program level payment amounts to issuers
Feb. 1 – 20	Accounting & processing of <u>February</u> payments through Treasury as required by FMFIA
Feb. 21 – 24	Treasury makes <u>February</u> payments to issuers
February 28	CMS sends summary <u>February</u> payment report

February Data Template

Review of January Payment Process

- For the January payment month, submitters sent test and production data via the Enrollment and Payment Data Template (template).
- Data submitted via the template included:
 - Issuer identification information
 - Aggregate premium amounts
 - Aggregate APTC and advance CSR payment amounts
 - Aggregate FFM user fee amount
 - Aggregate enrollment group and enrollee counts
- CMS validated the data submitted for reasonableness.
- CMS makes estimated payments for January to the payee group on the best available data at the time of submission.

The February Data Template

- The February template submission will include all effectuated enrollments as of January 15 for coverage on February 1.
- It will include enrollments that were previously effectuated for January and that are still in place in February.

January Restatement Process

The January Restatement of Data Template

- The January restatement template should contain all enrollments effective in the month of January, with any effectuation date up to 1/15/2014
- The January restatement template will capture what was already submitted to CMS in December (effectuated enrollments through 12/15) but will also capture enrollments effectuated after 12/15.
- The January restatement template will also capture any retroactive adjustments to enrollment data in the month of January.
- Submitters must submit a January restatement template even if data for January has not changed since the December submission

Example of January Restatement of Data

Example – effectuation of enrollment after 12/15

Sally is enrolled in a QHP with issuer 12345. Sally paid her premium on 12/28 for coverage effective on 1/1. Given the payment data cutoff for January payment, Sally's effectuated enrollment data was not included in the December template submission to CMS, and therefore, issuer 12345 did not receive an APTC or CSR payment for Sally in January. How will the issuer receive payment for APTC and CSR for Sally's enrollment?

Example of January Restatement of Data (cont.)

Issuer 12345 will restate January effectuated enrollment data in the January template submission. This restatement will include all enrollments effective on 1/1, including Sally's enrollment. Issuer 12345 will therefore be paid Sally's January APTC and CSR amounts in February as a retroactive adjustment to the January payment.

The January Enrollment & Payment Data Template

Enrollment and Payment Data Template													
Submission Date: 1/23/14 12:00AM		Enrollment Month: February-14				Submission Status: Initial Submission							
State	9 Digit Issuer TIN	5 Digit HIOS Issuer ID	16 Digit QHP ID	Total Premium amount by QHP ID for effectuated enrollments	Total APTC amount by QHP ID for effectuated enrollments	Total CSR amount by QHP ID for effectuated enrollments	Total User Fee amount by QHP ID	Total # of effectuated enrollment groups by QHP ID	Total # of effectuated enrollment groups receiving APTC by QHP ID	Total # of effectuated enrollment groups receiving CSR by QHP ID	Total # of effectuated members by QHP ID	Total # of effectuated members receiving APTC by QHP ID	Total # of effectuated members receiving CSR by QHP ID
							\$ -						
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							\$ -						



- Submitters will submit one Excel file in January which will include two templates: one for the February statement of enrollment data and one for the January restatement.
- Proper identification of which month's data the template contains is essential to identify if it is a January restatement or a February statement of data.
- This should be reflected in both the tab identification at the bottom of the worksheet as well as in the template header called 'Enrollment Month,' which is hard coded.

The January Enrollment & Payment Data Template

Submission Date

- Date of Excel file submission.
- Enter the date that the Excel file is being submitted to CMS, using a MM/DD/YYYY format.

Enrollment Month

- Month in which enrollment is effective. A January enrollment month includes all enrollments effective in the month of January. A February enrollment month includes all enrollments effective in the month of February. For February, this should also include enrollments that were effectuated in January and that continue into February.
- Enter the month that the enrollment data represents.

Submission Date:		Enrollment Month:	February-14
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Two red arrows point upwards from the empty input boxes to the respective section headers above.

The February Payment

- CMS will make one payment in February which will represent payment for data from the February template as well as from the January restatement template
- To calculate the February payment, CMS will:
 - Aggregate the February data as was done in January using the February template and calculate payment.
 - Subtract what was already paid for January from the January restated data to obtain the January recalculated amount.
 - Add the January recalculated amount plus the February amount to get the total February payment amount.

Summary Payment Report Overview and Examples

Summary Payment Report Overview

- On January 31st, CMS anticipates distributing summary payment reports to payee groups. These payment reports will:
 - Provide each payee group with issuer level detail including the APTC, CSR and netted User Fee amounts that were included in their final payment along with any affiliate adjustment amounts.
 - Include Treasury's Electronic Funds Transfer (EFT) trace number and the total deposit amount associated with the monthly payment.

Summary Payment Report Invoicing

- CMS will net user fees from payments where possible, but will not be invoicing for the January payment month
 - If at the TIN level, charges exceed payments, CMS will withhold these charges and invoice them in a future month.
 - For example, if a payee group owes CMS \$3,000 in user fees and the payee group (or their affiliates) is not receiving enough APTC or CSR payments to offset this amount, CMS will not invoice for this amount to be paid until a future month.

Summary Payment Report Distribution

- The summary payment report will be sent to the financial authority email contact list CMS collected on the Financial Information Template.
- Because these reports will be generated at the TIN level and contain a separate tab for each payee group under that TIN, every financial authority contact for that TIN will receive a copy of this report.
- CMS will work with SBMs to provide summary payment information (without the EFT trace number and banking data) for their issuers.

Summary Payment Report Format

- The summary payment reports will be in Microsoft Excel format.
- The report will contain at least two tabs:
 - TIN Level Summary Tab
 - Payee ID Tabs
 - includes Issuer level payment detail
- Naming Convention
 - Each file will have the following naming convention Payment Month+Payment Report+TIN+Date
 - e.g. January Payment Report 1234567890 01312014.xlsx

Summary Payment Report Example – TIN Summary Tab

January Payment Report 119301287 01312014.xlsx

File Home Insert Page Layout Formulas Data Review View SecureZIP

Clipboard Font Alignment Number

	A	B	C	D	E	F
1	Report Date	01/31/2014				
2	Payment Month	January				
3	Payment Month Code	01				
4	Payment Year	2014				
5						
6	Payee ID	Issuer TIN	Total Deposit Amount	EFT Trace Number	EFT Effective Date	
7	C001001	119301287	24420394.83	8327323	01/22/2014	
8	C001002	119301287	9160994.84	9238924	01/22/2014	
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TIN Summary 119301287 Payee ID C001001 Payee ID C001002

Summary Payment Report Example – TIN Summary Tab (cont.)

- The TIN Summary Tab includes:
 - Date the Report is sent
 - Payment Month the report represents
 - A summary of each deposit made for that TIN in the payment month
- The payment summary is by Payee ID* and includes:
 - Payee ID
 - TIN
 - Total Deposit Amount
 - EFT Trace Number for each deposited amount
 - The date each deposit was made

*If a payee group ID receives more than one deposit, multiple lines will be shown for that payee group ID with a unique EFT Trace Number for each deposit.

Summary Payment Report Example – Payee ID Tab

January Payment Report 119301287 01312014.xlsx - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View SecureZIP

Clipboard: Paste, Cut, Copy, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Fill Color

Alignment: Wrap Text, Merge & Center

Number: General, \$, %, .00, .0

Styles: Conditional Formatting, Format as Table, Cell Styles

Insert, Delete, Cells

	A	B	C	D	E	F	G	H	I
1	Report Date	01/31/2014							
2	Payment Month	January							
3	Payment Month Code	01							
4	Payment Month Year	2014							
5	EFT Trace Number	8327323							
6	Total Deposit Amount	24420394.83							
7	EFT Effective Date	01/22/2014							
8									
9									
10	State	Issuer TIN	Issuer ID	Payee ID	Total APTC Amount	Total CSR Amount	Total UF Amount	Coverage Month Code	Affiliate Adjustments
11	TX	119301287	09641	C001001	7579954.36	567670.33	-38043.49	01	
12	VA	119301287	04903	C001001	8833865.76	3890811.79	-206660.11	01	
13	TN	119301287	02459	C001001	2891069.10	930583.49	-28856.40	01	
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TIN Summary 119301287 **Payee ID C001001** Payee ID C001002

Ready

Summary Payment Report Example – Payee ID Tab (cont.)

- The Payee ID Tab* includes:
 - The date the report is sent
 - The Payment Month the report represents
 - Treasury’s EFT Trace Number for the Deposited Amount
 - The Total Deposited Amount
 - The date the payment was made (EFT Effective Date)
 - Payment summary by Issuer ID

*If a Payee Group ID receives more than one deposit, there will be another tab for that Payee ID with a unique EFT Trace Number for each deposit.

Summary Payment Report Example – Payee ID Tab (cont.)

- The payment summary is by Issuer ID and includes:
 - Issuer State
 - TIN
 - Payee ID
 - Total APTC Amount
 - Total CSR Amount
 - Total User Fee Amount
 - Coverage Month Code
 - Affiliate Adjustment Amount

Summary Payment Report Example – Affiliate Adjustment

- An affiliate is a payee group that shares the same TIN as another payee group.
- An affiliate adjustment occurs when a payee group's payment is used to reduce some or all of an affiliate payee group's debt.
- This adjustment will be reflected in both payee groups payment report tab.

Summary Payment Report Example – Affiliate Adjustment

Total Payments before Affiliate Adjustment

	Payee B001001	Payee B001002
APTC	\$28,797,888.87	\$391,069.10
CSR	\$24,449,045.02	0
User Fee	-\$1,292,556.88	\$505,938.88
Total	\$51,954,377.01	-114869.78

Affiliate Adjustment Results

Payee	Total Amount	Adjustment Amount	Total Deposit Amount
Payee B001001	\$51,954,377.01	-\$114,869.78	\$51,839,507.23
Payee B001002	-\$114,869.78	\$114,869.78	0

Summary Payment Report Example – Affiliate Adjustment

January Payment Report 119301234 01312014.xlsx - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View SecureZIP

Clipboard Font Alignment Number Styles Cells

	A	B	C	D	E	F	G	H	I
1	Report Date	01/31/2014							
2	Payment Month	January							
3	Payment Month Code	01							
4	Payment Month Year	2014							
5	EFT Trace Number	23232							
6	Total Deposit Amount	51839507.23							
7	EFT Effective Date	01/22/2014							
8									
9									
10	State	Issuer TIN	Issuer ID	Payee ID	Total APTC Amount	Total CSR Amount	Total UF Amount	Coverage Month Code	Affiliate Adjustments
11	FL	119301234	02841	B001001	9572954.44	8367650.10	-488043.57	01	
12	VA	119301234	08234	B001001	9833865.33	7850811.60	-406660.11	01	
13	OK	119301234	06946	B001001	9391069.10	8230583.32	-397853.20	01	
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15			B001002						-114869.78
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TIN Summary 119301234 Payee ID B001001 Payee ID B001002

Summary Payment Report Example – Affiliate Adjustment

January Payment Report 119301234 01312014.xlsx - Microsoft Excel

Report Date	01/31/2014							
Payment Month	January							
Payment Month Code	01							
Payment Year	2014							
EFT Trace Number	A3214							
Total Deposit Amount	0							
EFT Effective Date	01/22/2014							
State	Issuer TIN	Issuer ID	Payee ID	Total APTC Amount	Total CSR Amount	Total UF Amount	Coverage Month Code	Affiliate Adjustments
TX	119301234	09549	B001002			-65043.57	01	
AL	119301234	07424	B001002			-401110.11	01	
TN	119301234	02564	B001002	391069.10		-39785.20	01	
		B001001						114869.78

Summary Payment Report Example – Affiliate Adjustment

January Payment Report 119301234 01312014.xlsx

	A	B	C	D	E	F
1	Report Date	01/31/2014				
2	Payment Month	January				
3	Payment Month Code	01				
4	Payment Year	2014				
5						
6	Payee ID	Issuer TIN	Total Deposit Amount	EFT Trace Number	EFT Effective Date	
7	B001001	119301234	51839507.23	23232	01/22/2014	
8	B001002	119301234	0.00	A3214	01/22/2014	
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TIN Summary 119301234 Payee ID B001001 Payee ID B001002

Summary Payment Report Example – Two Coverage Months

- Column H is the Coverage Month Code, which represents the month of the year the payment amount corresponds to.
- For example, for the February summary payment report, if an issuer is receiving a retroactive amount back to January, the Payment Code for that amount will be 01 = January.

Summary Payment Report Example – Two Coverage Months

February Payment Report 119301287 02222014.xlsx - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View SecureZIP

Clipboard Font Alignment Number Styles Cells

	A	B	C	D	E	F	G	H	I	
1	Report Date	02/28/2014								
2	Payment Month	February								
3	Payment Month Code	02								
4	Payment Month Year	2014								
5	EFT Trace Number	6559896								
6	Total Deposit Amount	96983685.84								
7	EFT Effective Date	02/22/2014								
8										
9										
10	State	Issuer TIN	Issuer ID	Payee ID	Total APTC Amount	Total CSR Amount	Total UF Amount	Coverage Month	Code	Affiliate Adjustments
11	TX	119301287	09641	C001001	38372949.22	17739200.03	-78930.84		02	
12	VA	119301287	04903	C001001	12438809.99	6799983.34	-12849.33		02	
13	TN	119301287	02459	C001001	4723322.48	3493434.86	-2598.19		02	
14	TX	119301287	09641	C001001	200000.00	9000.00	-3348.44		01	
15	VA	119301287	04903	C001001	7890233.44	2804293.29	-12821.94		01	
16	TN	119301287	02459	C001001	2392321.77	238490.18	-7804.02		01	
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TIN Summary 119301287 Payee ID C001001 Payee ID C001002

Ready

Questions?

To submit questions by phone:

- *dial '14' on your phone's keypad*
 - *dial '13' to withdraw your question*

To submit questions by webinar:

- *type your question in the text box under the 'Q&A' tab*

Resource List

- CMS email for submissions and questions:

MarketplacePayments@cms.hhs.gov

Technical Support

- CMS is committed to providing submitters technical support throughout this process including:
 - FAQs to address technical questions
 - Weekly User Groups
 - Marketplace Payments email box
 - All materials are posted to <https://www.REGTAP.info> in the REGTAP Library under “Payments – Monthly Payment Cycle”

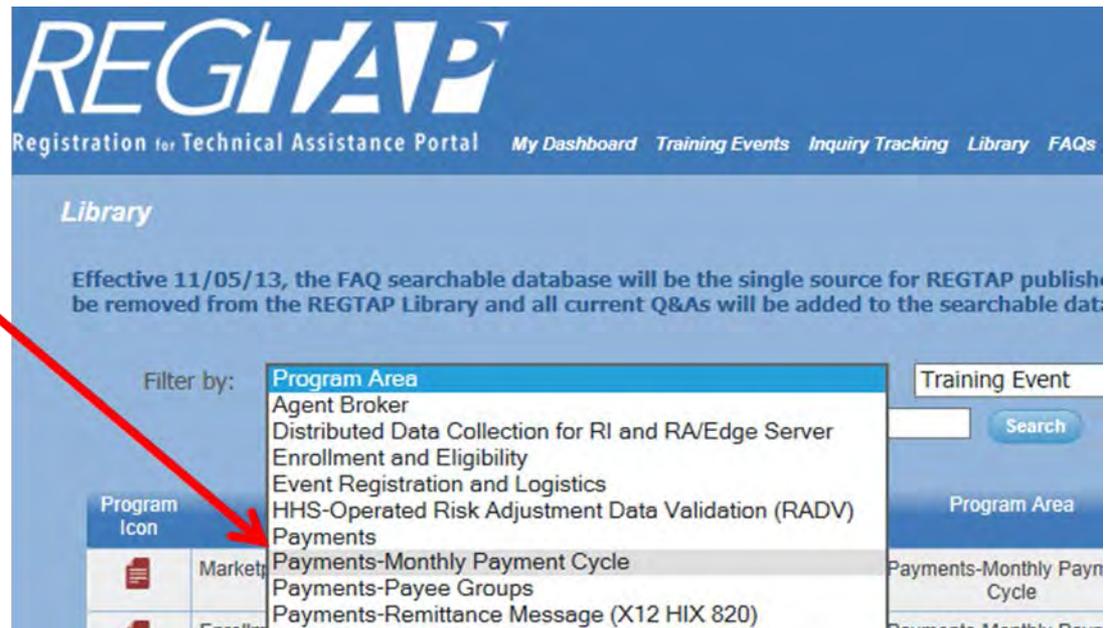
Resources

Resource	Resource Link
U.S. Department of Health & Human Services	http://www.hhs.gov/
Centers for Medicare & Medicaid Services (CMS)	http://www.cms.gov/
The Center for Consumer Information & Insurance Oversight (CCIIO) web page	http://www.cms.gov/cciiio
Consumer website on Health Reform	http://www.healthcare.gov/
Registration for Technical Assistance Portal (REGTAP) - presentations, FAQs	https://www.REGTAP.info

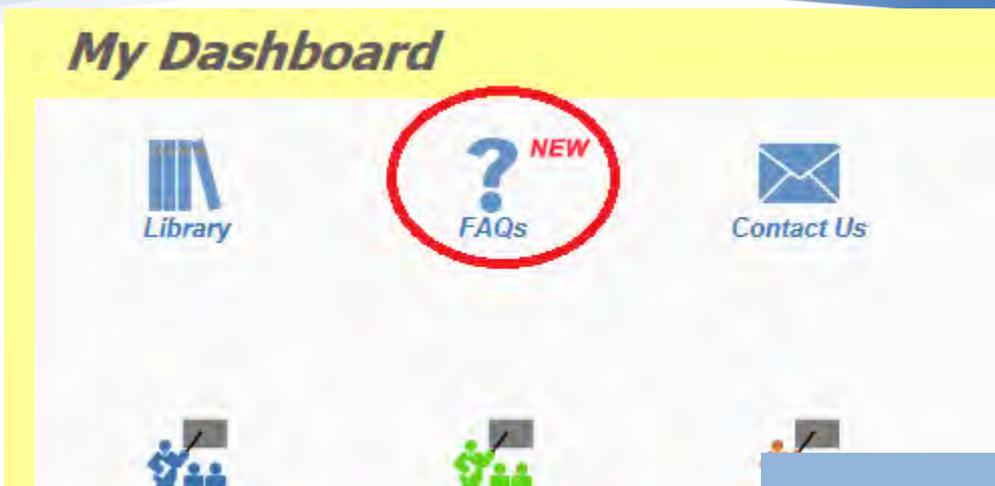
Document Location

- The Enrollment and Payment Data Template is available in the REGTAP Library at <https://www.REGTAP.info>

Under Program Area, select “Payments – Monthly Payment Cycle.”



FAQ Database on REGTAP



The new FAQ Database allows users to search FAQs by FAQ ID, Keyword/Phrase, Program Area, Primary and Secondary categories, and Publish Date.

FAQ Database is available at www.REGTAP.info



Closing Remarks